



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Assistant Director Financial Administration 1, M-1

Location: One Commerce Plaza, Albany

Business Unit: Office of Financial Management

Negotiating Unit: Management Confidential (MC)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: \$88,283 - \$111,592

Appointment Status: Permanent or Provisional

The New York State Department of Financial Services seeks to build an equitable, transparent, and resilient financial system that benefits individuals and supports business. Through engagement, data-driven regulation and policy, and operational excellence, the Department and its employees are responsible for empowering consumers and protecting them from financial harm; ensuring the health of the entities we regulate; driving economic growth in New York through responsible innovation; and preserving the stability of the global financial system.

The Department of Financial Services is seeking candidates for the position of Assistant Director Financial Administration 1 in the Office of Financial Management. Duties include, but are not limited to, the following:

- Supervises the procurement of goods and services for the Department;
- Oversees the development of procurement materials, including Requests for Quotes (RFQs), Requests for Proposals (RFPs), Invitations for Bids (IFBs), discretionary contracts, amendments, Statements of Work (SOWs), and Requests for Information (RFIs);
- Reviews vendor selection and cost justifications, sole/single source justifications, NY Contract Reporter Ads, and Purchase Orders (PO's) to ensure procurement protocols are followed and all documentation is maintained;
- Reviews/resolves procurements, vendor compliance, and payment issues of greater complexity as needed to meet deadlines;
- Communicates status updates, issues, and improvement opportunities to management;
- Manages workload and staff assignments including the delegation, prioritization, and reprioritization of tasks and ensures assignments are completed in a timely manner;
- Reviews and approves budget modification for legislative grants contractors and sub-contractors;
- Supervises the procurement, purchasing, and MWBE units
- Creates and modifies performance plans and assignments based on unit needs and employee skillset;
- Provides direction, oversight, and training to team members to ensure understanding of procurement policies and consistent application of same;
- Evaluates and identifies training needs of staff;
- Conducts performance program development, evaluations, and time and attendance oversight;
- Identifies, proposes, and participates in process improvement opportunities to improve efficiency and customer service; and
- Additional duties and responsibilities as required.

Preferred Qualifications

- A thorough knowledge of procurement laws and procedures including but not limited to New York State Finance Law, Procurement Council Guidelines, and OSC Policies and Procedures.
- State procurement experience, specifically with IT procurements, is preferred.
- Demonstrated ability to manage multiple assignments, prioritize competing requests, and manage deadlines.
- Supervisory experience and knowledge of supervisory practices.
- Excellent writing and communication skills.
- Working knowledge of the Statewide Financial System.
- Computer proficiency in Microsoft Office Suite, including Outlook, Word, Excel, etc.
- Strong attention to detail

Appointment method:

Non-Competitive Promotion (NCP): In accordance with Section 52.7 of the Civil Service Law, if the number of qualified candidates who apply for the position is three or less, a permanent appointment can be made, at agency discretion, by non-competitive promotion of an applicant who meets the minimum qualifications.

Provisional: There is currently no active list. This could be a provisional appointment. A provisional appointment is a non-permanent appointment pending examination and permanent appointment to a competitive class position. Candidate must meet the minimum qualifications and will be required to take exam if given.

Minimum Qualifications:

One year of permanent service in a financial management, accounting, contract management, or budgeting position allocated to Grade 18 or higher.

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 52.6 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmo/>.

Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than October 31, 2023** to the email address listed below. Please include the Box # **(Box 00601)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus
Box 00601
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: ryan.taratus@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview

Public Service Loan Forgiveness

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such



information has been requested from you before such time, please contact the Office of Employee Relations at (518) 473-3130 or via email at response@oer.ny.gov.